

# Chapter 6

## Platting and Right-of-Way Design Standards and Policies Revised December 1999

**Chapter 6, Platting and Right-of-Way**, describes the City's requirements for preliminary and final plats for subdivisions, for condominium development plans, and for maps dedicating land to the public and easements for public use.

# Section 6.1

## Subdivision Plats Design Standards and Policies Revised December 1999

### Chapter 6 Platting and Right-of-Way

## **SECTION 6.1**

### **SUBDIVISION PLATS**

#### **PAGE INDEX**

<b>SECTION</b>	<b>PARAGRAPH TITLE</b>	<b>PAGE</b>
6-100	GENERAL INFORMATION	
	A. General Comments	1
	B. Completion of Improvements	1
6-101	SUBDIVISION PLATS	
	A. Preliminary Plats	1
	B. Final Plats	6
	C. Plats to be Recorded	10
	D. Amended Plats	10
6-102	CONDOMINIUM DEVELOPMENT PLATS	
	A. General Comments	11
	B. Condominium Development Plats that Do Not Include Dedications to the Public	11
	C. Condominium Development Plats that Include Dedications to the Public	13
6-103	MAPS OF DEDICATION	
	A. General Comments	14
	B. Map Requirements	14
	C. Maps to be Recorded	16



## SECTION 6.1 SUBDIVISION PLATS

### 6-100 GENERAL INFORMATION

#### A. General Comments

This chapter describes the City's requirements for preliminary and final plats for subdivisions, for condominium development plats, and for maps dedicating land to the public and easements for public use.

#### B. Completion of Improvements

No occupancy of any structure built within the development will be authorized by the city until the facilities shown on the improvement plans have been completed.

### 6-101 SUBDIVISION PLATS

#### A. Preliminary Plats

##### 1. General Comments

A preliminary plat shows the approximate location of the street system, the approximate size and configuration of each lot and tract, and other information needed by the City to evaluate the proposed subdivision.

##### 2. General Requirements

The following requirements apply to the preparation of a preliminary plat for a proposed subdivision.

- a. A pre-application meeting is required.
- b. Submittal requirements for the application will be determined in the pre-application meeting.

- c. Other requirements for the plat may come from the zoning ordinance requirements such as the PRD and ESL sections, or from specific zoning stipulations. The applicant is responsible for meeting these requirements.

### 3. Submittal Standards

- a. The drawing of the plat shall be to a scale of 1 inch = 100 feet. A plat may be submitted drawn to a scale of 1 inch = 50 feet if the subdivision is equal to or less than ten acres in size.
- b. All lettering, numbers, and drawings must be of sufficient size and clarity to enable the City to have usable records when the drawings are microfilmed. For example, 12 point type size is the minimum size lettering and numbering for plats. Design Standards and Policies manual, Section 1-100 – Improvement Plan Requirements describes the minimum requirements for lines, lettering, and numbers which must be met.
- c. The names of the proposed subdivision must be shown prominently.
- d. Following the subdivision name, state the quarter section(s) within which the proposed subdivision is to be located. For example: “A Subdivision of Part of the SE ¼ of Section 10, Township 3 North, Range 5 East of the Gila and Salt River Base and Meridian, Maricopa County, Arizona.” This statement should be followed by a complete legal description of the subdivision boundaries.
- e. Provide a statement of the name, address, and telephone number of the developer of the subdivision.
- f. Provide a legend with appropriate abbreviation and drawing symbol explanations. See “Design Standards and Policies” manual, Section 1.1 – Improvement Plan Requirements, for specific requirements with regard to symbols.
- g. Provide a statement describing the identification, location, and elevation for at least two vertical control benchmarks for the development. The benchmark elevations must be on City of Scottsdale datum.
- h. Provide a statement describing the types of utility services to be provided and the names of the utility companies that will be providing the services.
- i. Provide statements describing the existing zoning, the gross subdivision area in acres, the number of lots, the minimum lot size, and the average lot size. Each tract or area which is not to be a lot or public right-of-way must have a note indicating its approximate area, the planned use and improvement, if any, and the agency which is to be responsible for maintaining the tract.
- j. Prepare the drawing of the proposed plat so that the direction of north will either be toward the top of the sheet or toward the right side of the sheet. (The top of the sheet will have the 36 inch dimension.) All notations should be oriented to read with north pointed up. A north arrow shall be provided in a prominent manner, with a bar scale indicating the scale of the plat drawing.

- k. Provide a small vicinity map showing the relationship of the proposed subdivision to the nearest existing and planned arterial and major collector streets. The orientation of the vicinity map must agree with the orientation of the plat drawing. The vicinity map need not be drawn to a particular scale.
- l. Each subdivision must have two survey ties to two existing monuments in Scottsdale's Integrated Geodetic Network (S.I.G.N.). The monuments in SIGN are to be used as the basis the Bearing. SIGN monument locations, descriptions, and state plane coordinate values are available through the City Survey office – 391-5782. These ties must be shown on the plat drawing, together with the bearings and distances, curve lengths, central angles, and radii, etc. for all of the subdivision boundary lines.
- m. The location and size of all existing easements, rights-of-way, and man-made structures or facilities within the boundary of the proposed subdivision must be shown on the drawing.
- n. Show and identify all rights-of-way, easements, subdivision names, unsubdivided land, etc. on the property adjacent to and within 150 feet of the boundaries of the proposed subdivision.
- o. Show the topography of the area to be subdivided under pre-development conditions. The portrayal of the topography must extend to at least 150 feet outside the boundaries of the proposed subdivision. Use contour lines with the contour intervals listed below:
  - (1) Outside of the Environmentally Sensitive Lands (ESL) areas – one (1) foot intervals.
  - (2) Within Environmentally Sensitive Lands (ESL) areas – two (2) foot intervals or at appropriate intervals as determined by the Community Development Administrator.
  - (3) In Hillside District (HD) areas – two (2) foot intervals.
  - (4) In Hillside Conservation areas – ten (10) intervals.
- p. Indicate by arrows the location, direction, and amount of flow of all natural washes or man-made drainage channels which exist or which are planned and which flow through, adjacent to, or begin within the proposed development.
- q. Number all lots sequentially and identify all tracts by letter. Provide dimensions to indicate the sizes of the lots and tracts. All preliminary plats shall show required setback lines and proposed building envelopes (if used).
- r. Care should be taken in establishing the size and shape of corner lots. A corner lot should not be so small or narrow that the space left for construction of homes and fenced yards is not adequate for the builder or ultimate homeowner. The space limitations on corner lots are:
  - (1) Almost all corner lots will have an eight (8) foot public utility easement adjacent to the property line in the yard facing the side street as well as in the front yard. Fences and walls cannot be constructed within these easements. It is also recommended that mail boxes, etc. be located outside of these easements.

- (2) Good lot design suggests that lots with drainage easements, on adverse terrain or where substantial cuts or fills occur, or along subdivision perimeters will also need to be larger than the average lot size.
- s. Show and dimension all proposed utility and drainage easements. The easements along side or rear lot lines for underground utility lines and drainage pipe must be entirely on a lot, i.e. not split with half on one lot and half on an adjacent lot, and must be at least twelve (12) feet wide. Utility system easements along the front of lots and tracts must be at least eight (8) feet wide.
  - t. Easements for surface drainage must be wide enough to provide a channel which meets the requirements of good engineering and esthetic design. Surface drainage easements may be split so that one half lies on one lot and one half lies on the adjacent lot. If approval of a development will require that a wash be retained in its natural state, then supporting hydrologic and hydraulic calculations must be submitted in sufficient detail with the preliminary plat to demonstrate that the easement or tract set aside for drainage will be of sufficient width to carry the peak 100-year-storm drainage flow without endangering life or property which is outside the easement or tract and to accommodate usual maintenance equipment. If a development is to have a property owners association, the land area set aside for surface drainage should be on a tract which will be maintained by the property owners association and not on an easement where maintenance responsibility would be split among several property owners.
  - u. Show the areas to be used for storm drainage retention or detention. These areas shall be tracts to be maintained by a property owners association. Sufficient dimensions and other information must be provided to describe the size of the area, the approximate depth, and the slope of the sides.
  - v. Show all proposed streets and indicate the right-of-way widths. Provide sufficient approximate information on street curvatures, intersection offsets, etc. to enable City staff to verify compliance with the subdivision ordinance and applicable design standards.
  - w. Show the proposed layout and distribution for any Natural Area Open Space (NAOS) that is required. NAOS may be maintained by a property owner's association and shall be dedicated as an easement over the appropriate areas. In addition, indicate approximate amounts of NAOS which will be dedicated at the time of final plat.
  - x. Show the proposed layout of the water and sewer lines to be constructed to serve the development. Indicate the size of the lines and direction of flow.
  - y. Show the street drainage pattern by arrows and indicate those points at which it is intended to add concentrated flow to the street drainage and to remove drainage from the street.
  - z. Show the proposed locations of bikeways and horse trails which must be within the boundaries of the plat to coincide with the City's approved development plan for such paths and trails.

- aa. Any development on property containing protected native plant material as identified in Section 46-105 of the City code shall submit a native plant program in accordance with the requirements of Section 7.500 of the Zoning Ordinance.
- bb. If the subdivision is to have a property owners association, indicate this on the plat with an appropriate statement as it relates to the duties and requirements as outlined in the CC & R's – i.e. maintenance.
- cc. If the streets are to be private, indicate this with a note on the plat, and state that the streets and any streetlights to be located within the private right-of-way are to be maintained by the property owners association.
- dd. If the developer intends to have one recorded plat for the whole subdivision, but plans to phase the improvements, the plats should have a statement which indicates this intent, and the proposed phasing should be shown by suitable marking on the plat drawing. Indicate any temporary cul-de-sacs, infrastructure lines, valves, etc.
- ee. If a developer has a large parcel of land which he intends to subdivide with several recorded plats over a period of time, he/she should not attempt to secure a preliminary plat approval for the whole parcel. He/she should submit a master plan for the whole parcel and a preliminary plat for only the "first phase" for which the developer intends to secure a recorded plat. In the future, subsequent preliminary plats may be submitted which would be in agreement with the master plan.
- ff. Provide in block form in the lower right hand corner of the plat the following information:
  - 1. The name, address, and telephone number of the individual or agency that prepared the preliminary plat.
  - 2. "Preliminary Plat for (name) subdivision."
  - 3. Date prepared and job number.
  - 4. Scale.
  - 5. "Sheet \_\_\_\_ of \_\_\_\_ sheets."
- gg. All projects subject to the E.S.L.O. shall provide Natural Area Open Space as required in Section 7.853 of the Zoning Ordinance. All exempted hillside ordinance projects shall provide N.A.O.S. as required in former section 6.806.A.1 of the Zoning Ordinance.

## B. Final Plats

The following requirements apply to the preparation and submission of a final plat for a subdivision.

- 1. Two copies of the final plat must be submitted to the City on 24-inch by 36-inch paper: one copy with the improvement plans and one copy for planning review. Review comments on the final plat will be transmitted to the engineer who submitted the plat.



2. The drawing of the plat shall be to a scale of one inch = 100 feet. A plat may be submitted drawn to a scale of one inch = 50 feet if the subdivision is equal to or less than ten acres in size.
3. Submit an updated title report dated within 30 days prior to submittal date, with and in support of the final plat.
4. All lettering, numbers, and drawings must be clear and distinct and of sufficient size to enable the City to have usable records when the drawings are micro-filmed. "Design Standards and Policies" manual, Section 1-100 – Improvement Plan Requirements, describes the minimum requirements for lines, lettering, and numbers which must be met.
5. The name of the subdivision must be shown prominently. List any parcel, unit, phase, or number which may apply.
6. Following the subdivision name, state the quarter section(s) within which the proposed subdivision is to be located. For example: "A subdivision of part of the SE quarter of Section 10, Township 3 North, Range 5 East, of the Gila and Salt River Base and Meridian, Maricopa County, Arizona." This statement should be followed by a complete legal description and tied to S.I.G.N.
7. Prepared the drawing of the proposed plat so that the direction of north will either be toward the top of the sheet or toward the right side of the sheet. (The top of the sheet will have the 36-inch dimension.) All notation should be oriented to read with the north pointed up. A north arrow shall be provided in a prominent manner with a bar scale indicating the scale of the plat drawing.
8. Provide a small vicinity map showing the relationship of the proposed subdivision to the nearest existing and planned arterial and major collector streets. The orientation of the vicinity map must agree with the orientation of the plat drawing. The vicinity map shall be drawn to a particular scale.
9. Provide a legend with appropriate abbreviation and drawing symbol explanations. See Design Standards and Policies manual, Section 1-100 – Improvement Plan Requirements, for specific requirements with regard to symbols.
10. Each subdivision must have two survey ties. See 6-101.A.1. These ties must be shown, together with the bearing and distances, curve lengths, central angles, radii, etc. for all the subdivision boundary lines. All corners must be identified and notes must indicate whether they were found or set.
11. Show and identify all abutting rights-of-way, easements, subdivisions, property lines, etc. on the property within 150 feet adjacent to the proposed subdivision. The Maricopa County Recorder's office recording information for adjacent dedications, plats, etc. must be shown.
12. Identify all lots by sequential numbering and all tracts by letter. Show all lots, tracts, and street rights-of-way to be within the subdivision. Provide the bearings, dimensions, and curve data necessary for the complete description of each lot, tract, and street right-of-way. All areas within the plat boundaries not occupied by lots or public streets shall be designated as tracts. The tracts shall

be labeled as to use, and the agency (property owners association or City) responsible for the maintenance of the tracts shall be identified by an appropriate note.

13. Care should be taken in establishing the size and shape of corner lots. A corner lot should not be so small or narrow that the space left for construction of homes and fenced yards is not adequate for the builder or ultimate homeowner. The space limitations on corner lots are:
  - a. Where a corner lot abuts a key lot, the height and location of walls and fences in the yard facing the side street must conform to the front yard requirements for walls and fences. See Figure 6.1-1.
  - b. Almost all corner lots will have an 8-foot wide public utility easement adjacent to the property line in the yard facing the side street as well as in the front yard. Fences and walls should not be constructed within these easements.
14. If the subdivision is to have a property owners association, indicate this on the plat with an appropriate statement.
15. Show and dimension all proposed utility and drainage easements. The easements along side or rear lot lines for underground utility lines and drainage pipe must be entirely on a lot, i.e. not split with half on one lot and half on an adjacent lot, and must be at least 12 feet wide. Utility system easements along the front of lots and tracts must be at least 8 feet wide. If a development is to have a property owners association, the land area set aside for surface drainage should be on a tract which will be maintained by the property owners association and not on an easement where maintenance responsibility would be split among several property owners.
16. All easements that are for drainage and flood control, landscaping, buffer zones, NAOS, vista/scenic corridors, etc. that are not within lot boundaries must be provided with a statement indicating the agency responsible for their maintenance. See Figure 6.1-2. A drainage easement which is to lie within lot boundaries must be configured so that each segment along its length lies entirely within one lots. In other words, lot boundaries must not split the drainage easement.
17. Public utility easements shall provide the same utility easement rights to the approved City of Scottsdale Cable TV franchise as they do to any other public utility.
18. Provide a note stating that when an easement lies within the boundaries of a subdivision lot, maintenance of the easement is the responsibility of the lot owner except when otherwise specially noted on the plat as approved by the City.
19. A dedication statement is required for all road rights-of-way and easements that are to be dedicated to the public. All private streets or roadways must be tracts. The signature of the owner must be acknowledged by a Notary Public or other authorized officer, as set forth in Arizona Revised Statutes. See Figure 6.1-3 for examples of a dedication statement.

20. If any property is encumbered by a deed of trust, a mortgage, and/or an agreement, the lender must ratify (consent to and approve) the plat. The ratification must reference the date the lien was recorded and the docket and page in which the instrument was recorded by the Maricopa County Recorder's office. See Figure 6.1-4 for examples.
- a. If the lender is a corporation, a certified copy of a resolution showing who is authorized to sign on behalf of the corporation shall accompany the plat when submitted to the City for recording.
  - b. If a partnership and/or a joint venture is involved, a copy of the partnership or the joint venture agreement must be submitted to the City for review. If either agreement does not designate an individual to sign on behalf thereof, it should be accompanied by a resolution covering same.
  - c. Lender's signature must be acknowledged before a notary.
21. If the streets in the subdivision are to be private streets, than the plat must have a note stating the following:
- "The streets are private streets, to be owned and maintained by the property owners association. Normally, after this plat is recorded, the City of Scottsdale will not accept dedication of the streets to the public in order to relieve the property owners association of street maintenance responsibilities unless all street improvements and rights-of-way meet current applicable City standards."
- Private streets require tracts separate from the lots with equal dimensions as the equivalent public right-of-way unless approved by City Council through the amended standards zoning process. Easements for access or private streets is unacceptable.
22. Prior to recording the final plat, it must have the certification of the Project Review Director and the Planning Coordination Manager, and the approval of the Mayor. The City Clerk must attest to the Mayor's signature. Places for these signatures must be provided on the plat. See Figure 6.1-5 for an example.
23. An assured water supply must be available for each subdivision; therefore, one of the following statements must appear on the plat:
- a. If the development is within the City of Scottsdale water service area, use the following:

"This subdivision is on the City of Scottsdale Water System, which has a certification of assured water supply."
  - b. If the development is served by any water district other than the City of Scottsdale, the following must be used:

"A certificate of assured water supply has been submitted to the City of Scottsdale for this development."

24. A certification must be provided by a land surveyor registered to practice in Arizona stating that the plat was made under his direction and that it meets the minimum standards of Arizona Land Boundary surveys. His seal must be placed on each sheet of the plat. See Figure 6.1-6 for an example.
25. Sight distance triangles must be clear of landscaping, signs, or other visibility obstructions between 2 feet and 7 feet in height and 6 inches maximum width or diameter.
26. Provide in block form in the lower right hand corner of the plat the following information:
  - a. Land surveyor's name and address.
  - b. "Plat for (name) subdivision."
  - c. Date prepared and job number.
  - d. Scale.
  - e. "Sheet \_\_\_\_ of \_\_\_\_ sheets."
27. Projects requiring dedication of NAOS shall submit a detailed worksheet and graphic depicting the required and provided amounts of NAOS being dedicated for the subdivision.
28. Submit a separate document at the time of final plat submittal identifying how NAOS will be secured prior to and during construction to ensure that those areas will remain undisturbed.
29. Other requirements included on the Final Plans Submittal Requirements sheet which is part of the preliminary plat stipulation package must be met.
30. Shaded areas or screening that is in a lighter shade than the entire map is prohibited as the map is not reproducible by County Recorder.

#### C. Plats to be Recorded (Including Amended Plats)

Within ninety (90) days after the final plat has been approved by the City Council, the subdivider shall tender the original plat drawing plus two photo mylar copies, or three photo mylar copies of the original plat drawing for recording at Maricopa County Records' Office. Ammonia mylar copies of the plat are not acceptable. Shaded areas or screening that is in a lighter shade than the entire map is prohibited as the map is not reproducible by County Recorder.

Within thirty (30) days of receipt of the plat mylars and fee for recording the final plat, the city will record the plat.

The city shall issue permits only after the final plat has been recorded and all engineering plans have been approved by the city staff. Approval of the engineering plans does not assure the issuance of any permits, nor does it constitute authorization to record the final plat.

The fee for recording the final plat shall be as set forth in the current Fee Schedule adopted by the city.

Staff may approve recordation by a reputable title company. When the approval signatures have been provided, the City will contact the title company to have the plat recording handled by the company. The mylar film should be at least 4 mils thick. All signatures on the plat must be in black ink. If the developer or engineer wishes, additional "originals" may be submitted for approval signatures and recording purposes. Plats shall not be recorded until they have received City Council approval and certain requirements have been met.

1. All the required improvement plans (water, sewer, paving, grading, etc.) must be approved by the city before the plat can be recorded.
2. When the improvement plans have been approved, the plat will be signed by the appropriate City officials to indicate the City's approval, and the title company representatives will be given the plat to have it recorded.

#### D. Amended Plats

One of the three following methods shall be used to amend a recorded plat. The developer shall arrange an initial contact meeting to determine the method of amendment. Any replatting or amendment to plats may be subject to changes of ordinance, city codes, or state statutes which may have occurred since the original plat, as determined by city staff.

1. Return to the preliminary plat/final plat procedure (major changes):  
This method shall be used when there are major changes proposed to any of the following: Zoning, type of lot, number of lots (+/- three or more), tracts, or common area facilities. Any change which substantially alters the original approved plat, as determined by city staff, shall require a preliminary plat and final plat procedure.
2. Replat procedure (moderate changes):  
This method shall be used when there are proposed changes involving any of the following: Number of lots (+/- one or two), lot lines (+/- three feet or more) of more than three lots, roadway alignment, abandonment of public right-of-way, vacation of easement, rededication of easements or rights-of-way, changes to common areas tracts, third party involvement (i.e. lien holders, financial institutions, property owners association). No preliminary plat is required with this procedure.
3. Certificate of Correction (minor changes):  
This method shall be used when there are three or fewer minor changes proposed involving any the of the following: lot lines (+/- 2 feet or less) of one or two lots, bearing or distance changes, minor corrections to language of dedication, notes, or legal description. Certificates of correction shall typically be prepared by the original engineer or surveyor.

## 6-102 CONDOMINIUM PLATS

### A. General Comments

Improvement plans for condominium development in Scottsdale are handled by the City staff in the same manner as an apartment development is handled except that plats are required for the division of living space for the future condominium owners.

**B. Condominium Development Plats That Do Not Include Dedications to the Public.**

If the plat is not also used as a map to dedicate land to the public or to grant easements for public purposes, the minimum requirements described in the following subparagraphs must be met to secure City approval of the plat.

1. One copy of the plat must be submitted to the City on 24-inch by 36-inch paper for review.
2. Because of the need to update its quarter section maps, the City prefers the plats to be drawn to a scale of 1 inch = 100 feet. If this scale is not appropriate for the development use a scale which, when multiplied by a whole number will equal 1 inch = 100 feet.
3. A title report for the development property shall be submitted with the plat. The report must be dated within 30 days prior to the submittal date.
4. All lettering, numbers, and drawings must be clear and distinct and of sufficient size to enable the City to have usable records when drawings are microfilmed. Design Standards and Policies manual, Section 1-100 – Improvement Plan Requirements, describes the minimum requirements for liens, lettering, and numbers which must be met.
5. The name of the development must be shown prominently.
6. Following the development name, state the quarter section(s) within which the proposed subdivision is to be located; for example: “A condominium development of Part of the SE quarter of Section 10, Township 3 North, Range 5 East of the Gila and Salt River Base and Meridian, Maricopa County, Arizona”. This statement should be followed by a complete legal description of the development boundaries tied to S.I.G.N.
7. Prepare the drawing of the plat so that the direction of north will either be toward the top of the sheet or toward the right side of the sheet. (The top of the sheet will have the 36- inch dimension.) All notations should be oriented to read with north pointed up. A north arrow shall be provided in a prominent manner with a notation indicating the scale of the drawing.
8. Provide a small vicinity map showing the relationship of the proposed development to the nearest arterial and major collector streets. The orientation of the vicinity map must agree with the orientation of the map drawing, but the vicinity map does not have to be drawn to a particular scale.
9. Provide a legend with appropriate abbreviation and drawing symbol explanations. See Design Standards and Policies manual, Section 1-100 – Improvement Plan Requirements, for specific requirements with regard to symbols.

10. Each development must have two survey ties to two separate existing monuments in Scottsdale's Integrated Geodetic Network (S.I.G.N.). The monuments in SIGN are to be used as the basis of Bearing. SIGN monument locations, descriptions, and state plan coordinate values are available through the City Survey office – 391-5782. These ties must be shown together with the bearings and distances, curve lengths, central angles, radii, etc. for all the development boundary lines. All corners must be identified and notes must indicate whether they were found or set.
11. The floor elevations for each residential unit must be tied to the City of Scottsdale's vertical control datum and the residential unit boundaries must be tied by appropriate dimensions to the development boundary lines.
12. Show and identify all abutting rights-of-way, easements, subdivisions, unsubdivided land, etc. on the property adjacent to the proposed development. The Maricopa County Recorder's office recording information for adjacent dedications, plats, etc. must be shown.
13. Identify each subdivided condominium space by number and all tracts of land for common use by letter. Provide bearings, distances, dimensions, and curve data necessary for the complete description of each subdivided space or tract. Since there are no dedications to the public on condominium plats covered under this section, all areas within the development that are not occupied by residential units are common areas and must be designated as tracts.
14. Since the streets in the development are to be private streets, the condominium plat must have a note stating the following:

"The streets are private streets, to be owned and maintained by the property owners association. Normally, after this plat is recorded, the City of Scottsdale will not accept dedication of the streets to the public in order to relieve the property owners association of street maintenance responsibilities."
15. An assured water supply must be available for each condominium development; therefore, one of the following statements must appear on the plat:
  - a. If the development is within the City of Scottsdale water service area, use the following:

"This development is on the City of Scottsdale Water system, which has a certification of assured water supply."
  - b. If the development is served by any water district other than the City of Scottsdale, the following must be used:

"A certificate of assured water supply has been submitted to the City of Scottsdale for this development."
16. A certification must be provided by a land surveyor registered to practice in Arizona stating that the plat was made under his direction and meets the minimum standards for Arizona Land Boundary Surveys.

17. Provide in block form in the lower right-hand corner of the plat following information:
  - a. Land surveyor's name and address.
  - b. "Map for (name of development)."
  - c. Date prepared and job numbers.
  - d. Scale.
  - e. "Sheet \_\_\_\_ of \_\_\_\_ sheets."
18. Each condominium plat must have a signature block for the Project Coordination Manager recommending approval, and for the Project Review Director's approval. Figure 6.1-5 has an example of this signature block.
18. At the time approval is to be given by the City, the original plat drawing and two photo mylar copies or three photo mylar copies of the original drawing must be submitted to the City for receipt of approval signatures of the Commercial Project Review Manager and the Project Review Director. Ammonia mylar copies of the plat are not acceptable. All signatures must be in black ink. The mylar film should be at least 3 mils thick.

Shaded areas or screening that is in a lighter shade than the entire map is prohibited as the map is not reproducible by County Recorder.

#### C. CONDOMINIUM PLATS THAT INCLUDE DEDICATIONS TO THE PUBLIC

If a condominium plat is used to dedicated land to the public or to grant easements for public purposed, the requirements described under paragraphs 6-102.B.1.-19 apply. In addition, the requirements under paragraph 6-103 which are not listed under 6-102.B. also apply.

#### 6-103 MAPS OF DEDICATION

##### A. General Comments

The following requirements apply to the preparation of maps which are to be used to dedicate land to the public or to grant an easement to the public for roadway, drainage, flood control, utility line, emergency or service vehicle access, or other public uses. Some of these requirements may be waived by the Project Review Director if it is demonstrated that the requirements are not appropriate because of the size or nature of a development.

##### B. Map Requirements

1. One copy of the map must be submitted to the City on 24-inch by 36-inch paper for review.
2. Because of the need to update its quarter section maps, the City prefers maps to be drawn to a scale of 1 inch = 100 feet. If this scale is not appropriate for the



development, use a scale which, when multiplied by a whole number, will equal 1" = 100'.

3. A title report for the property to be dedicated shall be submitted with the map. The report must be dated within 30 days prior to the submittal date.
4. All lettering, numbers, and drawings must be clear and distinct and of sufficient size to enable the City to have usable records when drawings are microfilmed. Design Standards and Policies manual, Section 1-100 – Improvement Plan Requirements, describes the minimum requirements for lines, lettering, and numbers which must be met.
5. A map title must be shown prominently and if this dedication is related to a specific development, the identification of the development should be part of the title.
6. Following the map title, state the quarter section(s) within which the property to be dedicated lies; for example, "A parcel of land in the SE quarter of Section 10, Township 3 North, Range 5 East of the Gila and Salt River Base and Meridian, Maricopa County, Arizona". This statement should be followed by a complete legal description.
7. Prepare the drawing of the map so that the direction of north will either be toward the top of the sheet or toward the right side of the sheet. (The top of the sheet will have the 36-inch dimension.) All notations should be oriented to read with north pointed up. A north arrow shall be provided in a prominent manner with a bar scale indicating the scale of the drawing.
8. Provide a small vicinity map showing the relationship of the dedicated property to the nearest arterial and major collector streets. The orientation of the vicinity map must agree with the orientation of the map drawing, but the vicinity map does not have to be drawn to a particular scale.
9. Provide a legend with appropriate abbreviation and drawing symbol explanations. See Design Standards and Policies Manual, Section 1-100 – Improvement Plan Requirements, for specific requirements with regard to symbols.
10. Each development must have two survey ties to two separate existing monuments in Scottsdale's Integrated Geodetic Network (S.I.G.N.). The monuments in SIGN are to be used as the basis of Bearing. SIGN monument locations, descriptions, and state plan coordinate values are available through the City Survey office – 391-5782. These ties must be shown together with the bearings and distances, survey lengths, central angles, radii, etc. for all the development boundary lines. All corners must be identified and notes must indicate whether they were found or set.
11. Show and identify all abutting rights-of-way, easements, subdivisions, unsubdivided land, etc. on the property adjacent to the property being dedicated. The Maricopa County Recorder's office recording information for adjacent dedications, plats, etc. must be shown.

12. All easements that are for drainage and flood control, landscaping, buffer zones, scenic corridors, etc. Must be provided with a statement indicating the agency responsible for their maintenance. See Figure 6.1-2.
13. Public utility easements shall provide the same utility easement rights to the approved City of Scottsdale Cable TV franchise as they do to any other public utility
14. If a common area for a condominium development will be used as a “blanket easement” for public utilities, the areas which will be used for swimming pools, saunas, or other permanent structures (other than dwelling units) should be shown as exceptions to the “blanket easement”.
15. A dedication statement is required for all road rights-of-way and easements to be dedicated to the public. The signature of the owner must be acknowledged by a notary public or other authorized offer, as set forth in Arizona Revised Statutes. See Figure 6.1-3 for examples of an acknowledgment.
16. If any property is encumbered by a Deed of Trust, Mortgage, and/or Agreement, the lender must ratify (consent to and approve) the map. The ratification must reference the date the lien was recorded and the docket and page in which the instrument was recorded by the Maricopa County Recorder’s office. See Figure 6.1-4 for examples.
  - a. If the lender is a corporation, a certified copy of a resolution showing who is authorized to sign on behalf of the corporation shall accompany the plat when submitted to the City for recording.
  - b. If a partnership and/or joint venture is involved, a copy of the partnership or joint venture agreement must be submitted to the City for review. If either agreement does not designate an individual to sign on behalf thereof, it should be accompanied by a resolution covering same.
  - c. Lender’s signature must be acknowledged before a notary.
17. A certification must be provided by a land surveyor registered to practice in Arizona stating that the map was made under his/her direction and meets the minimum standards for Arizona Land Boundary Surveys. His/her seal must be placed on each sheet of the map. See Figure 6.1-6 for an example.
18. Provide in block form in the lower right-hand corner of the map the following information:
  - a. Land surveyor’s name and address.
  - b. Map for (name of development).
  - c. Date prepared and job numbers.
  - d. Scale.
  - e. “Sheet \_\_\_\_ of \_\_\_\_ sheets.”
19. Each map of dedication must have a signature block for the Project Coordination Manager recommending approval, and an approval signature block for the Project Review Director. See Figure 6.1-5 for an example of the signature block.

20. Shaded areas or screening that is in a lighter shade than the entire map is prohibited as the map is not reproducible by County Recorder.

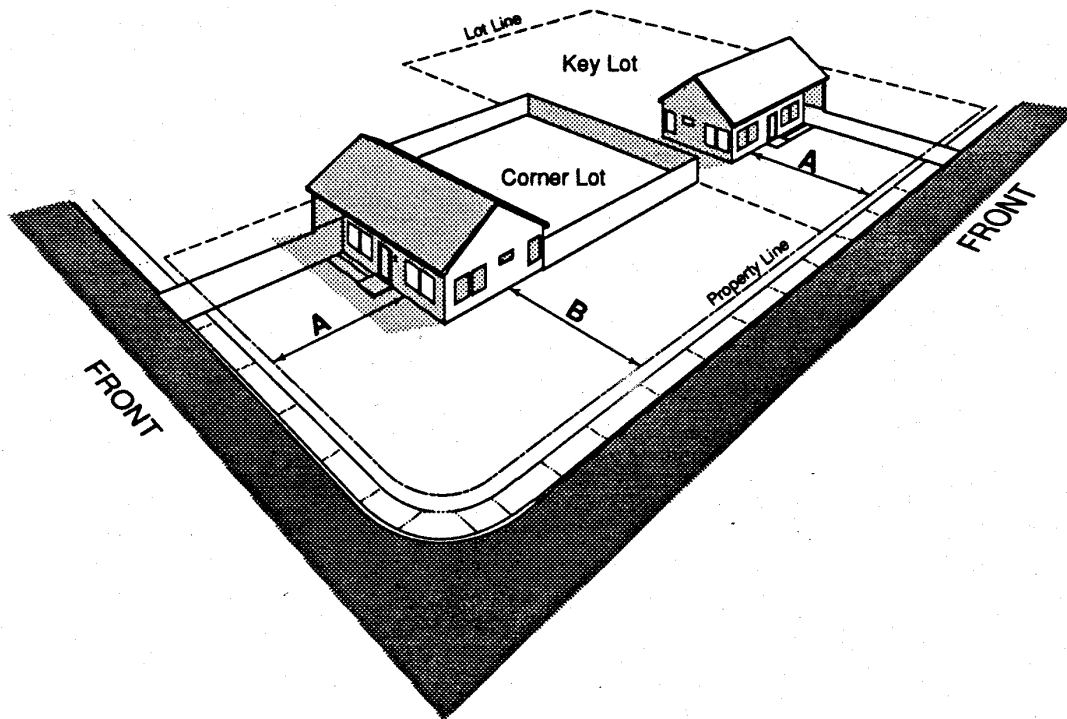
C. Maps to be Recorded

Each map which dedicates land or grants an easement for public use must be recorded in the Office of the Maricopa County Recorder. The original drawing and two photo mylar copies or three photo mylar copies of the original drawing must be submitted to the City for receipt of the signatures of the Project Coordinator Manager and the Project Review Director. Ammonia mylar copies of the map are not acceptable. The mylar film should be at least 4 mils thick.

Within sixty (60) days after the map has been approved and signed by the Project Coordinator and Project Review Director, the city will shall record the plat at Maricopa County Records' Office.

The fee for recording the final plat shall be as set forth in the current Fee Schedule adopted by the city.

Staff may approve recordation by a reputable title company. The name of the title company, name of the title officer, and the title company telephone number are required. When the approval signatures have been provided, the City will contact the title company to have the plat recording handled by the company. The mylar film should be at least 4 mils thick. All signatures on the plat must be in black ink. If the developer or engineer wishes, additional "originals" may be submitted for approval signatures and recording



The setback requirements listed below apply to the construction of all buildings and to the construction of walls and fences over three feet high on corner lots which abut key lots:

Zone	Front Yard Setback	Side Yard Setback on Street Side
R1-43	40'	40'
R1-35	40'	40'
R1-18	35'	35'
R1-10	30'	30'
R1-7	20'	See Zoning Ord.

Where a corner lot abuts a key lot, the height and location of walls or fences in the yard facing the side street must conform to the front yard requirements for walls and fences.

Where a corner lot does not abut a key lot, the height and location of walls and fences in the yard facing the side street need only conform to the side yard requirements for walls and fences.

**FIGURE 6.1-1**  
Sideyard Setback Requirements for Corner Lots



## BY INDIVIDUALS

## DEDICATION

KNOW ALL MEN BY THESE PRESENTS:

That John Q. Doe and Jane D. Jones; as Free Simple owners, have subdivided under the name DOE ACRES, a portion of Section 13, T2N, R4E of the Gila & Salt River Base & Meridian, City of Scottsdale, County of Maricopa, Arizona, as shown hereon and hereby publishes this plat as and for the plat of said DOE ACRES, and hereby declare that said plat sets forth the location and gives the measurements and dimensions of the lots and streets constituting same, and that each lot and each street shall be known by the number or name that is given to each respectively on said plat, and John Q. Doe and Jane D. Jones, as Free Simple owners, hereby dedicate to the publish for use as such, the streets shown on said plat and included in the above described premises. Easements are reserved for the uses shown hereon.

IN WITNESS WHEREOF John Q. Doe and Jane D. Jones, as Free Simple owners, have hereunto caused their names to be signed this 12trh day of September 1999.

BY: \_\_\_\_\_  
Owner Signature

\_\_\_\_\_

Owner Signature

STATE OF ARIZONA) ) ss  
County of Maricopa )

This instrument was acknowledged before me this 12<sup>th</sup> day of September, 19909, by JOHN Q. DOE and JANE D. JONES,

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

## DEDICATION

KNOW ALL MEN BY THESE PRESENTS:

That DOE SISTERS HOME, a general partnership, as owners, have subdivided under the name DOE ACRES, a portion of Section 13, T2N, R4E of the Gila & Salt River Base & Meridian, City of Scottsdale, County of Maricopa, Arizona, as shown hereon and hereby publishes this plat as and for the plat of said DOE ACRES, and hereby declare that said plat sets forth the location and gives the measurements and dimensions of the lots and streets constituting same, and that each lot and each street shall be known by the number or name that is given to each respectively on said plat, and DOE SISTERS HOMES, a general partnership, as owners, hereby dedicate to the public for use as such, the streets shown on said plat and included in the above described premises. Easements are reserved for the uses shown hereon.

IN WITNESS WHEREOF DOE SISTERS HOMES, a general partnership, as owners, have hereunto caused their names be signed this 12trh day of September 1999.

BY: Jane Q. Doe, Its President

STATE OF ARIZONA) ) ss  
County of Maricopa )

This instrument was acknowledged before me this 12<sup>th</sup> day of September, 1990, by JANE Q. DOE, AS President of DOE SISTERS HOMES, an Arizona Corporation, which corporation is a general partnership, on behalf thereof.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission Expires \_\_\_\_\_

### Figure 6.1.3

#### Sample Dedication Statements

### DEDICATION

KNOW ALL MEN BY THESE PRESENTS:

That DOE SISTERS HOMES, an Arizona Corporation, as Owner, and LENDER'S NATIONAL FUNDING, an Arizona corporation, as lienholder; have subdivided under the name DOE ACRES, a portion of Sec 13, T2N, R4E of the G & S R B & M, City of Scottsdale, County of Maricopa, Arizona, as shown hereon and hereby publishes this plat as and for the pl. said DOE ACRES, and hereby declare that said plat sets forth the location and gives the measurements and dimensions of the lots and streets constituting same, and that each lot and each street shall be known by the number or name that is given to each respectively on said plat, and Doe Sisters Homes, an Arizona Corporation, as owners, and Lender's National Funding, an Arizona Corporation, as lienholder, hereby dedicate to the public for use as such, the streets shown on said plat and included in the above described premises. Easements are reserved for the uses shown hereon.

IN WITNESS WHEREOF Doe Sisters Homes, an Arizona corporation, as owners, and Lender's National Funding, an Arizona Corporation, as lienholder, have hereunto caused their respective corporate seal to be affixed by the undersigned officer thereunto fully authorized, this 12th day of September, 1993.

Doe Sisters Homes, An Arizona Corporation

Lender's National Funding, An Arizona Corporation

BY:

Jane Q. Doe, Its President

Rhonda L. Cash, Its President

STATE OF ARIZONA)

) ss.

County of Maricopa )

This instrument was acknowledged before me this 12th day of September, 1993, by Jane Q. Doe, as President of Doe Sisters Homes, an Arizona Corporation, on behalf thereof.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission Expires: \_\_\_\_\_

NOTARY PUBLIC

STATE OF ARIZONA)

) ss.

County of Maricopa )

This instrument was acknowledged before me this 12th day of September, 1993, by Rhonda L. Cash, as President of Lender's National Funding, an Arizona Corporation, on behalf thereof.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission Expires: \_\_\_\_\_

NOTARY PUBLIC

(Jointly by Owner & Lender)

### RATIFICATION

Lender's National Funding, an Arizona Corporation, as Trustee under that certain Deed of Trust recorded June 13, 1979, in Docket 12998, Page 349 and acting pursuant to the terms thereof and the authority therein granted by the Trustors and beneficiaries hereby ratifies, approves, and acquiesces in the dedication as stated in this plat.

STATE OF ARIZONA)

) ss.

County of Maricopa )

This instrument was acknowledged before me this 12th day of September, 1993, by RHONDA L. CASH, as President of Lender's National Funding, an Arizona Corporation, which corporation is a general partnership, on behalf thereof.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission Expires: \_\_\_\_\_

NOTARY PUBLIC

**FIGURE 6.1-4**  
Sample Ratification Statements

**APPROVAL BLOCK FOR SUBDIVISION PLATS**

**APPROVALS**

Approved by the Council of the City of Scottsdale, Arizona this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by \_\_\_\_\_, Mayor.

ATTEST By \_\_\_\_\_, City Clerk.

I hereby certify that this plat substantially conforms to the approved preliminary plat.

By \_\_\_\_\_ Date \_\_\_\_\_  
Project Review Director

I hereby certify that all engineering conditions and requirements of the City Code have been complied with.

By \_\_\_\_\_ Date \_\_\_\_\_  
Planning & Zoning Manager

**APPROVAL BLOCK FOR CONDOMINIUM PLATS  
& MAPS OF DEDICATION**

**APPROVALS**

I hereby certify that all engineering conditions and requirements of the City Code have been complied with.

By \_\_\_\_\_ Date \_\_\_\_\_  
Project Review Director

By \_\_\_\_\_ Date \_\_\_\_\_  
Planning & Zoning Manager

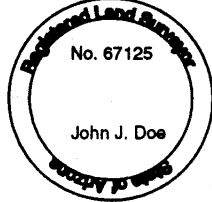
**FIGURE 6.1-5**  
Sample Approval Blocks



### CERTIFICATION

THIS IS TO CERTIFY that the survey and subdivision of the premises described and platted hereon was made under my direction during the month of August, 1993; that the survey is true and complete as shown; that the monuments shown actually exist or will be set as shown; that their positions are correctly shown; and that said monuments are sufficient to enable the survey to be referenced.

By \_\_\_\_\_ Date \_\_\_\_\_  
Registered Land Surveyor



**FIGURE 6.1-6**  
Sample Certification Block